

Canal Winchester Community/Senior Center

22 S. Trine Street
Canal Winchester, OH 43110
614-837-8276

Rental Guidelines:

1. Center rental hours are from 8:00 a.m. until 11 p.m. Center office hours are Monday – Friday, 8 a.m. to 4:30 p.m.
2. You may hold a date for up to 72 hours provided that the date you are reserving is not less than two weeks away. A \$100 deposit is due at time of reservation to secure your date. Full payment of the rental fee is due a minimum of 10 business days prior to your event. Deposits will be returned approximately 30 days after your event, provided there are no problems.
3. Rental rates for the large multipurpose room at the community center are \$40 per hour for village residents/tax payers and \$60 per hour for those who do not either live or work within the village's corporation limits. Anyone wishing to rent the center at the resident/taxpayer rate must show proof of residency or employment within the village's corporation limits to qualify.
4. The center kitchen may be rented in conjunction with the multipurpose room for an additional \$15 per hour for residents/taxpayers and \$20 per hour for non-residents/taxpayers. Anyone who plans to prepare food at the center will be required to pay the kitchen rental fee.
5. A maximum rental fee has been set for the benefit of those who wish to rent the facility for an entire day. Daily rates for the multipurpose room are \$300 for village residents/taxpayers and \$450 for non-residents/taxpayers. Daily rates for the kitchen are \$105 for village residents/taxpayers and \$140 for non-resident/taxpayers.
6. Community-based non-profits located within the village's corporation limits may rent the center at a discounted rate of 50% off the normal resident/taxpayer rental fee as approved by village staff. Non-profits based outside the village's corporation limits may rent the center at a discounted rate of 50% off the normal non-resident/taxpayer rental fee as approved by village staff. Anyone who would like to rent at a reduced non-profit rate will be required to provide documentation showing that they are a fully-recognized non-profit in the state of Ohio.
7. Some community service groups and community-based organizations may qualify to use the center free of charge. These organizations will be evaluated on a case by case basis and will be approved by village staff. Any group who is approved to use the center free of charge will be asked to sign a courtesy agreement stating that they agree to give at least 72 hours notice if they no longer plan to use the center at their reserved time. Failure to comply with the terms of the courtesy agreement may result in their "free rental" status being revoked.
8. No group with "free rental" status may use the facility free of charge more than two times per month. There will be no free rentals on weekends.
9. Your rental time is calculated from the time your first guest arrives until the time your last guest leaves. You will be given an additional hour before and an additional hour after your event for

set up and tear down at no extra charge. Unused set up and tear down time may not be substituted for additional event time.

10. In order to provide fair use of this facility to the community, no one group or individual will be permitted to have regularly scheduled evening or weekend rentals of the facility more than two times per month.
11. The person obtaining the reservation is responsible for the group's conduct and respect of the facility and others. Applicants must be 21 years of age. Youth/teen functions must be adequately supervised by responsible adults. One adult for every 10 youths is required. Certain groups may be required to retain the services of an off duty sheriff at their expense.
12. Persons or groups using the building are liable for damages to the building and/or its furnishings. A replacement charge for any damaged or broken equipment will be assessed to you by center staff. Report any damage or problems to center staff immediately.
13. Keys will not be given out. It is your responsibility to call the center one to three business days prior to your event for a personal lock box key code.
14. Alcoholic beverages are prohibited at the community center. Smoking is not permitted in the building or breezeway.
15. Activities must be contained to the specific area that you rented. Other parts of the building may be rented by another group or individual at the same time you are renting your space. If you use an area that you have not rented, double the normal rental rate for that area will be charged to you or deducted from your security deposit.
16. The Village of Canal Winchester will assume no responsibility for lost or stolen articles. All patrons use the facility at their own risk.
17. You are responsible for any set up needed for your event. The only furniture that may be moved is tables and chairs. Please do not drag tables and chairs across floor. Everything must be returned to its original place before you leave.
18. Leave the facility in the same condition as you found it. All tables, sinks and counter tops should be cleaned and any food or spills wiped up. Please check restrooms and outside grounds for trash.
19. Bag all trash and remove from facility. A large trashcan has been provided outside for your convenience.
20. Bring extra trash bags, paper towels and supplies for clean up. Everything must be properly cleaned and put back in place for your full security deposit to be refunded.
21. Do not use tape, pins, nails or staples on the walls. If you wish to "hang" decorations on the walls, please use removal tabs or putty (available at most discount or office stores). Decorations may be hung from ceiling using paper clips.
22. Make sure all doors are secure and all lights are turned off, including restrooms, before leaving building.